



HUMAN RESOURCES  
& DEVELOPMENT  
TULARE COUNTY

## Account Clerk

Class Code:  
000100

Bargaining Unit: Clerical and Related

COUNTY OF TULARE  
Revision Date: Mar 25, 1997

### SALARY RANGE

\$11.52 - \$14.03 Hourly  
\$921.31 - \$1,122.77 Biweekly  
\$1,996.17 - \$2,432.67 Monthly  
\$23,954.00 - \$29,192.00 Annually

### DEFINITION:

To perform varied clerical bookkeeping work in maintaining budgets or fund accounts requiring adjusting entries and encumbrance procedures or maintaining cost accounts; and to do related statistical work.

### SUPERVISION RECEIVED AND EXERCISED

General direction is provided by a Senior Account Clerk or other higher level departmental personnel.

### TYPICAL DUTIES:

Maintain a variety of financial records; prepare financial reports; post expenditures, receipts or other data to appropriate ledgers or accounts; calculate payroll and maintain withholding and contribution records; reconcile bank statements; maintain running balances of accounts and fund ledgers; prepare trial balances; make adjusting entries; distribute costs to appropriate accounts; check and verify expenses on a variety of bills; read, check for completeness and accuracy and compare information on different reports, lists and forms; may type documents, reports, lists and forms involving departmental transactions; may perform a variety of general clerical duties in maintaining records and preparing reports; may use automated office equipment.

Perform related duties as assigned. (Essential duties may vary from position to position within this classification. Reasonable accommodation will be made when requested and determined by the County to be appropriate under applicable law.)

### EMPLOYMENT STANDARDS:

Knowledge of: Basic bookkeeping procedures; intermediate math; U.S. monetary system.

Skill/Ability to: Write and print clearly, uniformly and legibly; accurately post figures to various ledgers, documents and records; proofread for errors in numbers, grammar and spelling; read and compare information in reports, memos, lists and forms; reconcile work daily; deal tactfully with the public and other employees; organize work in proper step by step order; remain flexible to changes in workloads and stress of meeting deadlines; follow verbal and written instructions.

### EDUCATION AND EXPERIENCE

Any combination of education and experience that could likely provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the knowledge, skills, and abilities would be:

Education: Equivalent to completion of the twelfth grade.

Experience: One year of general clerical bookkeeping experience, OR completion of an approved full charge bookkeeper program or other bookkeeping-office support program from an accredited business/community college or adult school.

### DESIRABLE EMPLOYMENT STANDARDS:

Skill/Ability to: Collect, organize, analyze information and draw valid conclusions; compile and interpret statistics on various records; type various forms and correspondence accurately; use computers and other automated office equipment; apply mathematical schedules in computing rates, bail and fee charges.

### LICENSE OR CERTIFICATE:

Possession of, or ability to obtain, an appropriate, valid California driver's license.